



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

MINUTES OF THE POLICY COMMITTEE MEETING

APRIL 19, 2022

1) Call to Order

The meeting was called to order at 6:30 p.m. by Committee Chair Heather Booth on Tuesday, April 19, 2022 at the Westmont Public Library.

2) Roll Call

Present: Secretary Booth, Vice President Elaine Carmichael, Trustee Patricia O'Malley, and Trustee Beth Krotiak

Also Present: President Jason Fichtel

Absent: none

Staff present: Director Julia Coen and Administrative Assistant Julie Olsen

3) Pledge of Allegiance

4) Open Forum: None

5) New Business:

a. Review and recommend the Identity Protection Policy

Discussion: Coen stated that the majority of this policy is as required by law. Krotiak asked when the Library does collect social security numbers. Coen stated that we only collect them from employees. The Trustees then discussed whether the policy was clear that this applies only to employees and whether it should be included in the personnel policy. It will be evaluated when the personnel policy is reviewed.

b. Review and recommend the Outdoor Digital Sign Policy

Discussion: Coen stated that she has no suggested changes and noted that the Library and the Village entered into an IGA when the sign was purchased and the policy was agreed upon by both parties. Booth asked who approves messages. Coen explained how the Library and Village work together to determine if a message meets the policy's criteria and how the messages appear on the sign. Krotiak asked if the policy's guidelines are helpful in determining what message requests are approved or denied. Coen replied yes, the guidelines have worked well so far.

c. Review and recommend the Volunteer Policy

Discussion: Coen presented the recommended policy changes and shared that we do have volunteers back in the building but do not have community service workers, and requested feedback from the Committee as to whether we should allow community services workers again. The Committee discussed the scope and limitations of the work that volunteers perform and are legally allowed to perform. Fichtel asked if any other libraries allow community service workers. Coen stated that she is not aware of any other libraries that do. O'Malley asked if we should remove community service workers from the policy. Coen stated that she does not expect to bring back community service workers anytime soon. Carmichael clarified

that students doing community service hours are considered volunteers and not community service workers. The Committee discussed removing community service workers from the policy and requested that Coen make that change and bring it to the next Committee meeting for review.

d. Discussion of the next Policy Committee meeting review

Discussion: The next Policy Committee meeting will be in September and the Committee will review the Volunteer and Community Service Policy, Photography and Recordings Policy, and Interlibrary Loan Service Policy.

6) Adjournment:

Motion: Carmichael moved to adjourn at 7:02 p.m., O'Malley seconded.

All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary